

***Communication 8 – Small Group Communication – Spring 2019***

**(55845) M 6:00-9:05 SOC36**

**INSTRUCTOR: Helen Chavez Office hours:** Appointment Only

**Email address:** helen.chavez@reedleycollege.edu **Final drop date**: March 8, 2019 (F)

**Required Materials:**

**1)TEXT **

Rothwell, J. Dan (2019). *In Mixed Company: Communicating in Small Groups and Teams* (10th Edition). Oxford, England: Oxford University Press.
ISBN#9780190919900

**2)Recommended Materials**: MLA/APA Style Guide

***COURSE ADVISORY*:**

**It is recommended that you are eligible to take English 1A** (already completed English 125) at the time you take this course. This course involves research and organization skills which may be a challenge for you if you are not eligible for this English level.

***COURSE DESCRIPTION, OUTCOMES, AND OBJECTIVES*:**

**Course Description**

Group communication is a course that introduces students to how communication can be used as a vehicle for solving problems, and making decisions. Students will study and practice theories, behaviors and the process of group interaction. As a result of taking this course students will develop skill in the use of communication in small group contexts. Specifically, students will enhance their competency in the production and management of communication behavior in task oriented groups. Additionally, students will enhance their ability to construct and deliver informative and persuasive public presentations. Students will develop a conceptual understanding of small group principles and concepts and putting this knowledge into action through a variety of experiential activities. Speech (Communication) 8 fulfills the General Education Requirement in Oral Communication (G.E. Foundation A1), provided the student completes the course with a grade of “C” or better.

**Student Learning Outcomes**:

 Upon completion of this course, students will be able to:

 1.identify and apply effective communication strategies that are grounded in group theories.

2.construct/deliver dynamic, competent and ethical presentations adapted to the purpose and the audience.

3.utilize organizational patterns and research materials that incorporate sufficient, credible, relevant evidence.

4.explain the principles of human communication by critically evaluating public speeches through constructive critique and self-analysis.

**Objectives**:

 In the process of completing this course, students will:

1.identify roles individuals play in groups and understand how those roles relate to the group goals.

2.utilize team-building strategies to strengthen group dynamics, leadership skills, reasoned decision making.

3.analyze and employ effective conflict management strategies that will assist with problem solving

4.identify barriers to listening and incorporate effective strategies.

5.learn and apply key aspects of verbal and nonverbal communication to small group situations.

6.learn how perceptions, values and culture can affect communication.

7.incorporate goal setting, planning, decision making and implementation into group projects.

8.develop skill in extemporaneous speaking for informative, and persuasive presentations. (may also include ceremonial presentations)

9.utilize practical assignments and exercises that will reinforce theoretical group concepts.

10.present a variety of speeches and will be expected to present for approximately 25 minutes each during the course of the semester.

***COURSE REQUIREMENTS:***

**Attendance: is required.** Attendance is crucial in a communication course. Not only does attendance count toward your Peer Evaluation grade, but it shows respect for the speaker and regular attendance has been shown to increase overall course grades. Roll will be taken at the start of each class. Excused absences are allowed for verified school events, documented illness only, documented jury duty or military service connected with proof. Verification must be submitted immediately! Absences for doctor’s appointments, work schedules, vacations, car trouble, etc. will not be excused. It is *your* responsibility to notify me in person.

DO NOT BE LATE or LEAVE CLASS EARLY during presentations. Understand that two (2) tardies or leaving early twice (2) (or a combination of the two) equals one (1) absence. If you come in late, be sure to check in with me after class so you will not be marked absent otherwise you will lose points.

You are allowed to miss two (2) presentation days (Day Classes only) and one (1) presentation night (Night Classes only). After that, ten (10) points will be deducted for each additional absence for a Day class and twenty (20) points for a Night class. However, you are NOT allowed to miss Prep Days and/or Prep Nights. .

NOTE: **If you are late on a speech day, please wait outside until the speaker has finished**. Failure to do so will result in a deduction of Peer Evaluation points. **If you lose all Peer Evaluation points, you will also forfeit your right to complete extra credit if offered.**

***See “Peer Evaluations” section for more details and course points.***

**Computer Access:** Since you will be spending considerable time researching and collecting sound evidence, you **must** have access to a computer (either in the RC library or at home). You should also have a basic knowledge of Word and Power Point.

**Canvas:** You will be able to find the course syllabus, course documents, quizzes, student examples of assignments, a place to ask questions and more. It would be wise to become familiar with Canvas early on in this class.

***It is your responsibility to check Canvas for instructor absences, announcements, schedule changes, grades, etc.***

To log in, go to http://www.reedleycollege.edu and click on the "instructions for using Canvas link"

or go to [https://scccd.instructure.com](https://scccd.instructure.com/) and log in using the same credentials you use for Blackboard:

          **Username**: Your 7-digit student ID number.

          **Password**: If you have not previously changed your password, it is:
              *First name initial* (upper case) + *last name initial* (lowercase) + *date of birth* (mmddyy)
              **Example**: John Smith born on July 9th of 1988     Password =Js070988

          **If you do not know your password and need assistance**: (559) 499-6070

***COURSE POLICIES:***

**Electronic Devices**: Cell phones and electronic devices must be turned off and put away before class. Each time I see/hear your phone or electronics, you will lose points per offense. At the instructor’s discretion, points will be taken off the total grade distribution. In other words, points will be deducted from 1000 points every time you take out your phone, earplugs, etc. No exceptions, No warnings. Note: The points will be deducted from *any* course assignment.

Use of laptops or tablet computers is permitted for notetaking only! You must remain engaged with the class. This means no surfing, games, IM, e-mail or work for other classes. If you abuse this, your laptop privileges will be revoked.

**Cheating and Plagiarism**: Cheating and Plagiarism will not be tolerated in this class. Any act of cheating or plagiarism, whether large or small, will be treated the same. Students who are caught cheating or plagiarizing will receive an “F” on the assignment in question, will be reported to the proper authorities, and will be required to drop the class.

**Changes to the Syllabus**: The instructor reserves the right to make changes to the syllabus throughout the course of the semester. Any changes made to the course syllabus will be done in the best interest of the students. Changes may be announced verbally or online. It is your responsibility to make sure you are informed about any changes that occur.

**Students with Disabilities**: If you have a verified need for an academic accommodation or materials in alternate media (Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**E-mail Policy:** Student emails are answered Sunday afternoons/evenings and please know that I am happy to answer questions via email. I am also happy to review outlines and other written assignments in advance and give feedback as needed. But please let me know who you are and the class you attend, e.g., “This is Jane Doe from your Comm. 8 class on Tuesdays…”

**Drop Date:** Be advised that after the drop date March 8 (**I’M NOT SURE ON THIS, FIND OUT FOR YOURSELF!**) you will be issued a letter grade “A” through “F” if you are still enrolled in class. It is *your responsibility to drop* the course, it is *NOT MINE*!

**Classroom Deportment:** Students are expected to be polite and courteous to both the instructor and fellow classmates. Students will refrain from speaking during presentations, using cell phones, or engaging in private conversations when others are lecturing or presenting. Also, on presentation days, students may not enter/leave the room while a student is speaking. Violations will result in a deduction of participation points and/or be asked to leave the classroom.

**FYI:** It is your responsibility to monitor your progress in this class, and to know when class assignments are due. I am capable of making mistakes, so you need to be aware of dates, times, grade points, etc. Let me know of any errors and problems that might arise so keep a watchful eye on Canvas. If I fail to mark down your points or incorrectly marked down your points in Canvas, you must show me the graded assignment if you want me to make any corrections. Therefore, keep every graded assignment that is returned to you as proof of your status in class at least until you receive your final grade at the end of the semester. No proof, no points.

Also, I cannot and will not re-teach a lesson. My PowerPoint presentations are for students who come to class and take notes. Students who are not in class will have to rely on the textbook and/or notes from a classmate. Also, you are NOT allowed to take photos of my Power Point Presentations and I will NOT email them to students!

**Group Responsibility**: It is essential that each group member take his or her responsibility seriously. Groups will create rules early on and group members will have the right to remove another group member for not adhering to the rules. Problems must be documented and both the group member and instructor must be informed of the problem. Procedures will be discussed in class as to how a group member can be “voted off the island” – everyone needs to be aware that a student cannot pass this class without a group. It is imperative that you follow the rules and do your share in order to avoid losing your group. Any group member who does not have their work completed when an assignment is due can be dismissed from the group by the instructor. Also, the instructor reserves the right to disband groups and place responsible members in the remaining groups or create new groups.

Your work is due “to the instructor” on the date of your group’s presentation. Group outlines are due at the beginning of the presentation. If your group has to assemble the work together prior to submitting, then the group will have to set due dates PRIOR to the instructor’s due dates.

***COURSE ASSIGNMENTS and POINTS:***

**Introduction Speech-Resume (Mandatory)**: You will introduce yourself by interviewing for the “job”. The “job” is trying to get a group to “hire” you. There are NO Make-Ups. Further details will be given in class.

**Readings (Mandatory)**: You are responsible for reading all the chapters in the textbook!

**Presentations (600pts)**: This class fulfills the oral component for general education requirements. Therefore four to five speeches are REQUIRED! Students who miss a speech may earn a 0 on the missed speech. **I do not allow any late speeches due the Group element – they cannot be made up**. If the group is unable to present on the assigned date points may be deducted as much as zero points. Almost all of the time, groups must go on without the absent member. Mathematically students who miss a speech would have a difficult time passing this course. After you complete your speech you are required to stay until class is dismissed. If you give your speech and leave, points will be deducted. Keep this in mind and do all of the graded speeches.

**Note: Outlines and Reference Pages:**

You will submit two outlines: the group outline and your individual outline. Both outlines must be typed and submitted to me the day/night of the assigned presentation (dates/schedules will be announced in class and/or posted in Canvas). **You must** give the instructor ***both*** ***outlines*** before presenting; otherwise, points will be deducted at the instructor’s discretion. Both outlines must contain coherent, flowing structure. All outlines must be typed and in the proper format (outline format will be taught in class). Also, **members whose work is not included in the Group Outline** will NOT be allowed to present with the group and will receive zero (0) points for the presentation.

Reference Pages are required for both outlines. These must be typed and in APA style format. If you do not submit a reference page points will be deducted at the instructor’s discretion (individual outline and group outline). These speeches are to be properly researched with the use of appropriate sources.

**Peer Evaluations (110pts)**: You are expected to actively participate in all classroom activities, assignments, discussions, presentations (participate or audience member) and Prep Days/Nights. Class participation is essential in a course of this nature where we work in groups, pairs, etc. You are expected to listen to both the instructor and your fellow classmates. You will also be asked to give peer evaluations on speech days; both oral and written. Therefore, plan on arriving to class on time and remaining until class is dismissed. If you arrive late and leave early, you will have participation points deducted for the day.

Disruptive and rude behavior will not be tolerated. **Please turn off all phones for the class period.** Anyone seen texting in class will have a LOT of points deducted. This also applies to homework, laptops, and any other devices or materials you may have with you. When you are in the classroom, you are here to learn. **When students are presenting, your desk must be cleared of all other materials.**

**Quizzes (90pts)**: There will be three (3) 30 point quizzes based on lecture. Quizzes will include fifteen multiple choice questions. The quizzes will be on Canvas. Quizzes are available for 24 hours (see pages 7-8 for dates). If you forget to take the quiz, you will receive a zero (0). There will be NO Makeups. I will NOT reopen quizzes because “you forgot” or “I started to take the quiz, but then I had to go to the store, and I forgot all about finishing it”. NO, No and NO!

**Chapter Summaries (200pts):** All the details for this assignment is in Canvas under “Pages”. You will turn-in these assignments in Canvas. If you are unable to use Canvas, talk with me so we can make arrangements.

**Extra Credit**: Maybe. Extra credit is absolutely at the teacher’s discretion.

**Final note from the Instructor**

As your instructor, I am always happy to meet with you. Please feel free to meet with me if you are confused about any of the information covered in class or in the textbook. If you have questions regarding an upcoming assignment or presentation, I recommend you contact me before the last minute. I am here to help you in any way I can and my goal is for you to have a rewarding experience. Nonetheless, remember it is your responsibility as the student to:

1. Ask questions when confused and seek help (Emails are read Sundays and make sure you identify yourself and the class in the email)
2. Come see me before it is too late
3. Be responsible for your grades
4. Read and understand this syllabus

**GRADE TRACKING SHEET**

I have provided you with this sheet so you can keep track of your grades as the semester progresses. By recording your grades on this sheet, you will always know what grade you are currently achieving. To figure out your grade, add up the total points possible at any given time and then multiply that number by 90%, 80%, 70%, and so on. Then add up your actual points and see where you fall on the grading scale. For example, if by mid semester there are 50 points possible, 90% (A) would be 45-50; 80% (B) would be 40-44;etc. If you had 42 points, you would be in the “B” range.

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| **Assignments** | **Points Possible** | **Your Score** |
| Famous Speech | 100 |  |
| Events That Impacted World | 110 |  |
| Social/Political Problem Analysis | 120 |  |
| Social/Political Problem-Solving Analysis | 130 |  |
| Why\_\_\_Can NOT Work… | 140 |  |
| Chapter Summaries(First Half) | 100 |  |
| Chapter Summaries(Second Half) | 100 |  |
| Exam #1 | 30 |  |
| Exam #2 | 30 |  |
| Exam #3 | 30 |  |
| Peer Evaluations | 110 |  |
| Total Points Possible  | 1000 |  |

The following numerical guidelines will be used in the assignment of final grades.

A=1000-900

B=899-800

C=799-700

D=699-600

F=599 or less

**NOTE:** I (the instructor) reserve the right to adjust a student’s final points/grade; for example, I can change your 899 points to 900 points. This is absolutely at the teacher’s discretion.

*Additional class rules, policies, conditions, assignment details, etc. will be stated in class during the course of the semester.*

**Proposed Schedule**

**Monday Night**

JANUARY 14

 Introduction to the class

JANUARY 21

 **Holiday-No Classes Held**

JANUARY 28

 **Resume Presentation & Outline Due** and Meet-N-Greet (Select Group Members)

FEBRUARY 04

Communicating in Groups, Leadership and Achieving Team Visions

*PREP NIGHT*

***Quiz 1-Canvas***

FEBRUARY 11

 Planning/Bring Individuals Together, Listening and Verbal/Nonverbal Communication

 *PREP NIGHT*

 ***Quiz 2-Canvas***

FEBRUARY 18

 **Holiday-No Classes Held**

FEBRUARY 25

 **Famous Speech Presentation & Outline Due**

MARCH 04

 Task Questions/Resources and Logical/Critical Thinking

**Canvas: Chapter Summaries (First Half) Due**

***Last week to drop a full-term class; letter grade assigned after this week!***

MARCH 11

 *PREP NIGHT*

MARCH 18

 **Events That Impacted the World & Outline Due**

MARCH 25

 Creative Thinking/Decision Making and Meeting Challenges/Managing Obstacles

***Quiz 3-Canvas***

APRIL 01

 *PREP NIGHT*

APRIL 08

 **Social/Political Problem & Outline Due**

APRIL 15

 **SPRING RECESS-NO CLASSES HELD**

APRIL 22

 *PREP NIGHT*

APRIL 29

**Social/Political Problem-Solving Analysis & Outline Due**

MAY 06

 *PREP NIGHT*

MAY 13

 **“Why \_\_\_\_ can NOT work is because…” Outline**

 **Canvas: Chapter Summaries (Second Half) Due**

***FINAL:***

* MAY 20 (M) at 6:00-7:50pm
* **Miscellaneous Assignments Due**

GOODBYE AND ALL THE BEST ☺